

# Title 1 WAC

## GENERAL PROVISIONS

Chapters

- |      |   |
|------|---|
| 1-06 | Public records rules and regulations for the statute law committee/office of the code reviser.    |
| 1-12 | Regulations for the drafting and filing of notices and rules.                                     |
| 1-13 | Regulations for the drafting and filing of notices and rules by institutions of higher education. |

**Chapter 1-06 WAC**  
**PUBLIC RECORDS RULES AND REGULATIONS**  
**FOR THE STATUTE LAW COMMITTEE/OFFICE**  
**OF THE CODE REVISER**

WAC	
1-06-090	Copying.
1-06-150	Repealed.
1-06-160	Request for
1-06-900	Repealed.

**WAC 1-06-160 Request for public record--Form.**



**REQUESTER:** Please complete form and submit to "Public Records Officer" of the state agency identified.

NAME OF STATE AGENCY <b>TO</b> STATUTE LAW COMMITTEE/OFFICE OF THE CODE REVISER	DATE OF REQUEST	TIME OF REQUEST
PUBLIC RECORDS OR INFORMATION REQUESTED	REQUESTED BY	
[Large blank area for listing requested records]		
REQUESTER READ AND SIGN		
COMPLETED BY AGENCY PUBLIC RECORDS OFFICER		ACKNOWLEDGEMENT OF RECEIPT
NO. OF COPIES	AMOUNT RECEIVED	DATE OF RECEIPT      TIME OF RECEIPT
\$		
PUBLIC RECORDS OFFICER		RECIPIENT'S SIGNATURE
REASON IF AGENCY IS UNABLE TO COMPLY		
I understand that I must abide by the Rules and Regulations published by the agency identified, for the protection of public records, a copy of which I have read and understand.		
I understand that I will be charged twenty-five cents per copy for all standard letter size copies I desire and that other size publications are available at cost.		
REQUESTER'S SIGNATURE		

Public records of the agency are provided for inspection and copying subject to the following regulations:

- (1) No person shall knowingly alter, deface, or destroy public records of the agency.

- (2) Original copies of public records of the agency shall not be removed from the offices of the agency.
- (3) Care and safekeeping of public records of the agency, furnished pursuant to a request for inspection or copying, shall be the sole responsibility of the requestor.
- (4) Records furnished for public inspection or copying shall be returned in good condition and in the same file sequence or organization as when furnished.
- (5) Boisterous or otherwise disruptive conduct by those requesting public records of the agency shall not be permitted.

I have read, understand, and will comply with the above-stated regulations.

-----  
(Signature and date)

[Statutory Authority: RCW 42.17.250 and 42.17.300.  
78-06-011 (Order 18), § 1-06-160, filed 5/10/78.]

**WAC 1-06-900 Repealed.** See Disposition Table at beginning of this chapter.

### Chapter 1-12 WAC REGULATIONS FOR THE DRAFTING AND FILING OF NOTICES AND RULES

#### WAC

- |          |  |
|----------|--|
| 1-12-930 | Form of order and transmittal by agency having single head (CR-7).     |
| 1-12-940 | Form of order and transmittal by board, commission, or council (CR-8). |

**WAC 1-12-930 Form of order and transmittal by agency having single head (CR-7).**

State of Washington

-----  
(agency name)

Administrative Order No. -----

- (1) I, -----, director of -----, do promulgate and adopt at (place) the annexed rules relating to:

---

**(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.**

This action is taken pursuant to Notice No. ----- filed with the code reviser on -----. Such rules shall take effect:

pursuant to RCW 34.04.040(2).

at a later date, such date being -----

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**(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.**

I, -----, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.---- (1977 c 19 § 2)<sup>1</sup> that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW ----- and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW ----- which directs that the \_\_\_\_\_ (agency) has authority to implement the provisions of \_\_\_\_\_ (name of act or RCW citation).

(c) This rule is promulgated under the general rule-making authority of the \_\_\_\_\_ (agency) as authorized in RCW -----.

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34-08 RCW).

(5) This order after being first recorded in the order register of this agency is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED ----- 19...  
By -----

-----  
Title

[Form CR-7: Effective 12/1/77]

## NOTE:

<sup>1</sup>RCW 34.04..... (1977 c 19 § 2) provides:

"(1) In addition to the provisions of RCW 34.04.025(1)(a)(i), every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules:

(a) The most specific reference shall be to a section of law which the rule is implementing, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ and is intended to administratively implement that statute."

(b) The next specific reference, and one which shall be used only if paragraph (a) of this subsection is not applicable, shall be to that portion of an act which directs an agency to adopt rules and regulations as necessary to implement the act, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ which directs that the (agency) has authority to implement the provisions of (name of act or RCW citation)."

(c) The least specific reference, and one which shall be used only if paragraphs (a) and (b) of this subsection are not applicable, is one which indicates that the rule is promulgated under the agency's broad rule-making authority—either in the agency enabling legislation or chapter 34.04 RCW, and shall be quoted as follows: "This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW \_\_\_\_\_."

(2) The code reviser is directed to develop a format for placing such specific language in each rule, and agencies shall then comply with the code reviser's direction, and shall include the same in the final rule.

(3) During the promulgation hearings process the public may question whether such rule should have a more specific reference, and the agency shall, pursuant to RCW 34.04.025(1)(b), give consideration to such requests."

[Statutory Authority: RCW 34.04.040(2), 34.04.055, 34.08.040 & chapter 34.04 RCW. 78-02-074 (Order 17), § 1-12-930, filed 1/26/78; Order 15, § 1-12-930, filed 10/31/77, effective 12/1/77; Emergency Order 13, § 1-12-930, filed 6/16/77; Order 14, § 1-12-930, filed 7/28/77; Order 12, § 1-12-930, filed 5/9/77, effective 6/9/77.]

**WAC 1-12-940 Form of order and transmittal by board, commission, or council (CR-8).**

State of Washington

-----  
(name of governing body)

-----  
(agency name, if applicable)

Resolution No. ----- Administrative Order No. -----

(1) Be it resolved by the \_\_\_\_\_, acting at \_\_\_\_\_ (place), that it does promulgate and adopt the annexed rules relating to:

-----  
**(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.**

This action is taken pursuant to Notice No. \_\_\_\_\_ filed with the code reviser on \_\_\_\_\_. Such rules shall take effect:

pursuant to RCW 34.04.040(2).

at a later date, such date being \_\_\_\_\_

-----  
**(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.**

We, \_\_\_\_\_, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04..... (1977 c 19 § 2)<sup>1</sup> that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW \_\_\_\_\_ and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW \_\_\_\_\_ which directs that the \_\_\_\_\_ (agency) has authority to implement the provisions of \_\_\_\_\_ (name of act or RCW citation).

(c) This rule is promulgated under the general rule-making authority of the \_\_\_\_\_ (agency) as authorized in RCW \_\_\_\_\_.

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34-08 RCW).

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED \_\_\_\_\_, 19\_\_\_\_.

By \_\_\_\_\_

-----  
Title

[Form CR-8: Effective 12/1/77]

## NOTE:

<sup>1</sup>See WAC 1-12-930, Note 1 for an explanation.

34.08.040, and chapter 34.04 RCW. 78-02-074 (Order 17), § 1-12-940, filed 1/26/78; Order 15, § 1-12-940, filed 10/31/77, effective 12/1/77; Emergency Order 13, § 1-12-940, filed 6/16/77; Order 14, § 1-12-940, filed 7/28/77; Order 12, § 1-12-940, filed 5/9/77, effective 6/9/77.]

**Chapter 1-13 WAC**  
**REGULATIONS FOR THE DRAFTING AND FILING**  
**OF NOTICES AND RULES BY INSTITUTIONS OF**  
**HIGHER EDUCATION**

**WAC**

1-13-930	Form of order and transmittal by institution having single head (CR-9).
1-13-940	Form of order and transmittal by board, commission, or council (CR-10).

**WAC 1-13-930 Form of order and transmittal by institution having single head (CR-9).**

State of Washington

(name of institution)

Administrative Order No. -----

(1) I, -----, \_\_\_\_\_ (position) of the (institution), do promulgate and adopt at (place) the annexed rules relating to:

**(2) ALTERNATIVE A.** Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. ----- filed with the code reviser on ----- Such rules shall take effect:

- pursuant to RCW 28B.19.050(2).  
 at a later date, such date being -----

**(2) ALTERNATIVE B.** Use only for Adoption of Emergency Rules.

I, -----, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040 that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b); or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW ----- and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW ----- which directs that the \_\_\_\_\_ (institution) has authority to implement the provisions of \_\_\_\_\_ (name of act or RCW citation).

(c) This rule is promulgated under the general rule-making authority of the \_\_\_\_\_ (institution) as authorized in RCW -----.

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34-08 RCW).

(5) This order after being first recorded in the order register of this institution is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED ----- 19... -----

By -----

----- Title

[Form CR-9: Effective 12/1/77]

[Statutory Authority: RCW 28B.19.080, 34.04.055, 34-08.040 & chapters 28B.19, 34.04 RCW. 78-02-074 (Order 17), § 1-13-930, filed 1/26/78; Order 15, § 1-13-930, filed 10/31/77, effective 12/1/77; Order 14, § 1-13-930, filed 7/28/77; Emergency Order 13, § 1-13-930, filed 6/16/77; Order 12, § 1-13-930, filed 5/9/77, effective 6/9/77.]

**WAC 1-13-940 Form of order and transmittal by board, commission, or council (CR-10).**

State of Washington

(name of governing body)

(name of institution)

Resolution No. ----- Administrative Order No. -----

(1) Be it resolved by the board of \_\_\_\_\_ of the \_\_\_\_\_ (institution) acting at \_\_\_\_\_ (place), that it does promulgate and adopt the annexed rules relating to:

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED \_\_\_\_\_, 19\_\_\_\_.

By \_\_\_\_\_

-----  
Title

[Form CR-10: Effective 12/1/77]

[Statutory Authority: RCW 28B.19.080, 34.04.055, 34.08.040 & chapters 28B.19, 34.04 RCW. 78-02-074 (Order 17), § 1-13-940, filed 1/26/78; Order 15, § 1-13-940, filed 10/31/77, effective 12/1/77; Order 14, § 1-13-940, filed 7/28/77; Emergency Order 13, § 1-13-940, filed 6/16/77; Order 12, § 1-13-940, filed 5/9/77, effective 6/9/77.]

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**(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.**

This action is taken pursuant to Notice No. \_\_\_\_\_ filed with the code reviser on \_\_\_\_\_. Such rules shall take effect:

- pursuant to RCW 28B.19.050(2).
  - at a later date, such date being \_\_\_\_\_.
- 

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**(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.**

We, \_\_\_\_\_, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

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(3) Pursuant to the requirements of WAC 1-13-040 that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

- (a) This rule is promulgated pursuant to RCW \_\_\_\_\_ and is intended to administratively implement that statute.
- (b) This rule is promulgated pursuant to RCW \_\_\_\_\_ which directs that the \_\_\_\_\_ (institution) has authority to implement the provisions of \_\_\_\_\_ (name of act or RCW citation).
- (c) This rule is promulgated under the general rule-making authority of the \_\_\_\_\_ (institution) as authorized in RCW \_\_\_\_\_.

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

## Title 4 WAC ACCOUNTANCY, BOARD OF

### Chapters

<b>4-04</b>	<b>General provisions.</b>
<b>4-12</b>	<b>Qualifications and examination of candidates for certified public accountant.</b>
<b>4-20</b>	<b>Accountancy continuing education rules.</b>

### Chapter 4-04 WAC GENERAL PROVISIONS

#### WAC

4-04-040	Repealed.
4-04-080	Repealed.
4-04-170	Repealed.
4-04-210	Fees for permit to practice accounting.
4-04-240	Repealed.
4-04-270	Repealed.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

4-04-040	Registration limited to individuals and partnerships—Assumed name prohibited. [Regulation 04.040, effective 2/5/60.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
4-04-080	Professional service corporations designation. [Order PL-116, § 4-04-080, filed 12/14/71.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
4-04-170	Educational and experience requirements. [Order 234, § 4-04-170, filed 12/17/75; Order, § 4-04-170, filed 7/15/69.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
4-04-240	Annual fee for LPA license. [Order PL-230, § 4-04-240, filed 11/17/75.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
4-04-270	Annual fee for PA license. [Order PL-230, § 4-04-270, filed 11/17/75.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.